



INFORMATION TECHNOLOGY SPECIALIST 3

Forest Practices Division

Recruitment #2006-09-P378

- INTERNAL JOB OPPORTUNITY -

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

Information Technology Specialist 3

Type of Position:

This is a project position expected to last thru June 2007.

This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

\$3,540 – \$4,531

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

September 13, 2006

Closing Date:

September 27, 2006

Location:

Forest Practices Division – Olympia, Washington

POSITION PROFILE

This position serves as a Geographic Information System (GIS) analyst for the Forest Practices Program. This position provides updating and maintenance support for the DNR's hydrographic/water type classification system (HYDRO), a key element of the state's Forests and Fish report. This position also provides general GIS support for Forest Practices projects. This is a project position until June 30, 2007.

REQUIRED POSITION QUALIFICATIONS

- Working knowledge of the basic principles of Geographic Information Systems and relational databases
- Demonstrated proficiency in the following ArcInfo modules: ArcEdit, ArcPlot, Tables, INFO.
- Demonstrated proficiency in Microsoft WORD, ACCESS and EXCEL
- Skills in oral and written communication including communication of technical information
- Ability to thoroughly grasp spatial/topological relationships in a complex GIS database such as HYDRO

This level of knowledge and skill is demonstrated through the ability of the incumbent to work under minimal supervision in an assigned area of responsibility using established work procedures and innovative approaches to complete assignments, coordinate projects, and support, maintain and enhance existing applications. This level of knowledge and skill is typically achieved with:

- A Bachelor's degree involving major study in environmental, physical, or one of the natural sciences, information technology or other allied field AND
- Four years experience working with geographic information systems data and/or applications including ArcINFO and ArcGIS

Additionally, the incumbent/candidate is expected to consistently demonstrate the following position-specific key behaviors:

- Must be able to multitask, work well under deadlines and display efficient, effective use of work time
- Must adapt to and positively deal with the stress of a high-paced work environment
- Must be able to work successfully in a team environment as well as independently

DESIRED POSITION QUALIFICATIONS

- Completion of geographic Information Systems coursework including training in several ESRI ArcGIS modules
- Ability to grasp the new ArcGIS technology quickly
- Possess a working knowledge of the DNR Hydrography GIS data model
- Demonstrate creativity and skill in working on assignments that may be general and lack complete specificity, by focusing on desired outcomes and how best to achieve them

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- The assigned duty station for this position will be at the Natural Resource Building and within the assigned area for the Forest Practices Division.
- The workweek is normally Monday – Friday from 0800 – 1700.
- The majority of the work occurs in an office setting. Office work must be done at an open workstation (i.e., "cubicle") in the Forest Practices Division's work area at the Natural Resources Building in Olympia; this workstation is subject to background noise such as nearby conversations and "white noise" generated by the heating and air conditioning system.
- Must be at least 18 years of age at time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate **Information Technology Information Specialist 3 and recruitment #2006-09-P378** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Doretta Collins at 360-1426 or e-mail us at DNRecruiting@wadnr.gov.

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